

Technical Group  
Sub-Professional Planning Group  
Planning Technician Series

**PLANNING TECHNICIAN I**

01/95

*Summary*

Under immediate supervision, gather planning data, assist in preparation of text or visual planning materials and catalog and file planning documents.

*Typical Duties*

Gather basic planning data. Involves: tabulating new dwelling unit permits, dwelling unit demolition permits or similar records issued by the City; compiling data, as assigned; preparing daily and biweekly reports.

Assist in maintaining files, maps, reports and other planning documents. Involves: reviewing, cataloging, and filing records using established filing systems.

Assist in preparation of text or graphics displays. Involves: performing simple drawing or drafting techniques; using computer word processing or graphic software computer applications, as assigned.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintaining continuity of operations and similarly performing any duties of coworkers, if necessary; providing routine information and assistance to the public or referring to proper authority.

*Minimum Qualifications*

Training and Experience: Graduation from high school or equivalent, and one year of general clerical and related office experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of office procedures. Some knowledge of common office equipment including data entry keyboard and personal computers.

Ability to: follow oral and written instructions; prepare simple drafting and graphics; establish and maintain effective working relationships with fellow employees and the general public; read and understand technical publications, catalogs, and documents; prepare simple tabulations and reports.

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Director of Personnel

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Department Head